

## DEMOBILIZATION UNIT LEADER JOB AID

**Position:** Demobilization Unit Leader

**Section:** Planning Section

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**Mission:**

To prepare the demobilization plan and to assist incident sections/units in ensuring orderly, safe, and cost effective removal of personnel and equipment from the incident.

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**Duties:**

- ☐ Obtain briefing from Planning Section Chief.
  - ☐ Review incident resource records (ICS Briefing Form 201, Check-in List Form 211, and T-cards Form 219) to determine probable size of demobilization effort.
  - ☐ Obtain incident command objectives, priorities, and constraints on demobilization.
  - ☐ Meet with agency representatives.
  - ☐ Obtain identification and description of surplus resources, and probable release times.
  - ☐ Evaluate incident logistics and transportation capabilities to support the demobilization effort.
  - ☐ Prepare Demobilization Plan.
  - ☐ Obtain approval of Demobilization Plan.
  - ☐ Distribute the Demobilization Plan and ensure that all sections/units understand their responsibilities within it.
  - ☐ Monitor implementation of Demobilization Plan.
  - ☐ Assist in the coordination of Demobilization Plan.
  - ☐ Brief Planning Section Chief on progress of demobilization.
  - ☐ Complete all records prior to departure.
  - ☐ Maintain unit log (ICS form 214).
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